# myETF Employment File Resource Training

This webinar uses the audio from your computer for sound. Please plug your headphones directly into your computer.

The presentation will begin shortly.
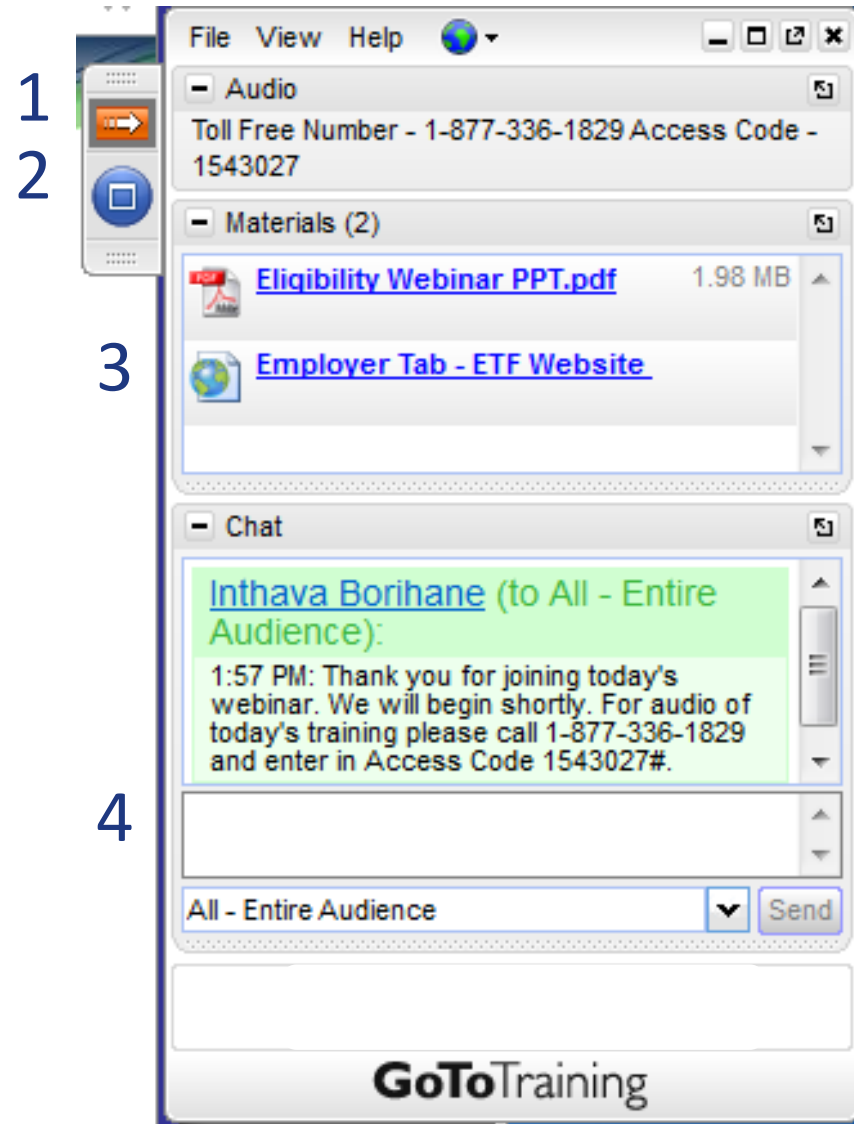
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# GoToTraining Attendee View

1. ## Panel Slider

   (View > Auto-Hide Control Panel to stop it from automatically disappearing)

2. ## Full Screen

3. ## Materials

4. ## Chat Box

# Training Goals

Introduce the Employment File Resource

Explain key differences between the Employment and Payroll File Resources

Identify situations in which employers should submit employment information prior to payroll information

Review upcoming training sessions and support resources

# What is the Employment File?

A file that allows employers to submit employment information about new employees **prior to** payroll information submission

May also be used to report changes to employee demographic and enrollment information

Can be submitted as frequently or infrequently as needed

# How is the Employment File Different from the Payroll File?

The Employment File contains **most** of the same **demographic** and **employment** fields as the Payroll File, but does **not** contain:

Hours and earnings

Benefit deduction information

# Key Deadlines

**SEPTEMBER**

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

- First day of work
- Submits health insurance application
- Insurance effective

Medical Appointment

**OCTOBER**

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

First Paycheck

Payroll File Deadline

**NOVEMBER**

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

# Payroll Information

Must be submitted, reconciled, and paid by the **24th of the month following the pay date**.
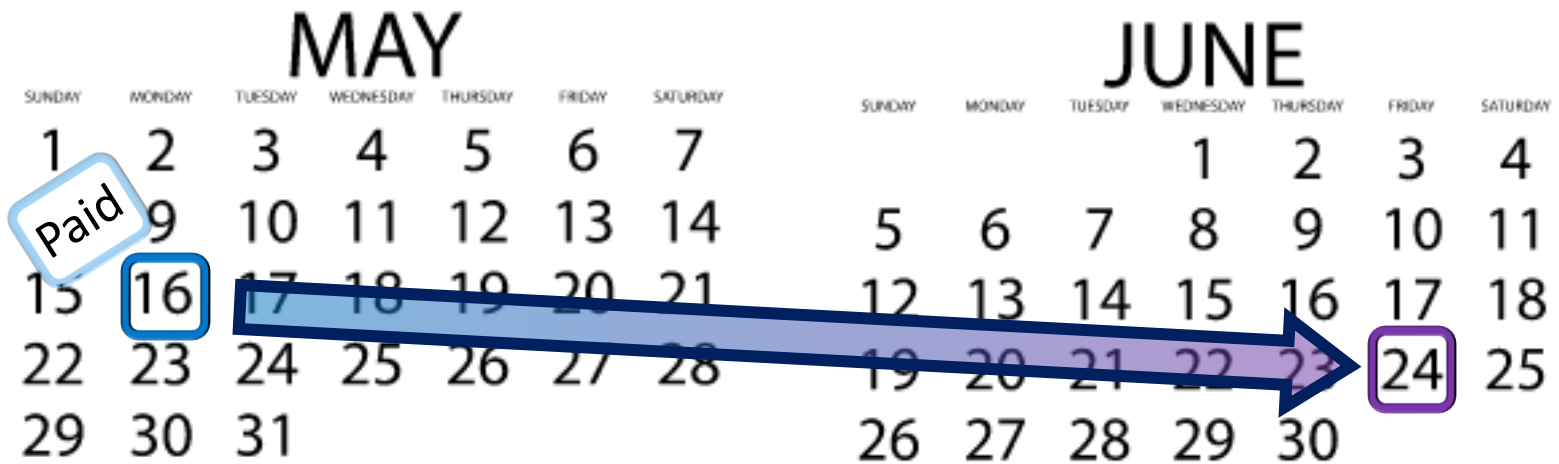
# Employment Information

- Needed **before** an employee can be enrolled in insurance benefits in myETF.

- **Strongly encouraged** to be submitted to ETF **within 15 days of date of hire** to meet insurance enrollment deadlines.

  – Failure to do so could result in **delayed benefits** or **lost benefits eligibility** for employees.

# Employment Information

May need to be submitted before the regular payroll submission for other reasons such as:

Pending benefit applications

Employee death

Any other need determined by the employer

# Payroll vs. Employment Information Submission

If you use the Employment File (or manual entry) to report **employee enrollment information** and **demographic updates**, they do not need to be included on a later Payroll File or Work Report submission. For Example:

New Hire Enrollments

Address Changes

# Payroll vs. Employment Information Submission

If you use the Employment File (or manual entry) to report **Employment Status Changes**, you do need to report the associated hours, earnings, and benefit deductions on the applicable Payroll File or Work Report submission. For example:

Terminations

Leaves of Absence

Job Category Changes

# Quick Review

## FEBRUARY

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | | | | | |

Date of Hire

When do we recommend employment information to be submitted to ETF?

## MARCH

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

First Paycheck

When is the payroll reporting deadline?

## APRIL

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

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# Two Methods for Employment Data Submission in myETF

Employers can manually enter information into myETF.

**OR**

Employers can submit an Employment File.

Two file formats are acceptable:

- CSV (Comma Separated Value)
- XML (Extensible Markup Language)

# myETF Employer Online Services

## New Hire Manual Entry:
## Brief Overview

# Manual Entry – myETF Home Page



0006111-Milwaukee Schools

Mary Anderson

**Home** | Secured Messaging | Employer Information | Billing Location | Roster | Accounts | Documents | Forms | FAQ

**I Want To...**
- ✓ Enroll an Employee
- ✓ Upload a New Payroll File
- ✓ Make Payment
- ✓ Send a Message
- ✓ View my Accounting Details

**Account Balances**

| | Fund Group Name | Due Date | Balance |
|---|---|---|---|
| 1 | Health | 08/24/2016 | -17,000.00 |
| 2 | WRS | 08/24/2016 | -4,900.00 |

**ETF Links**
- Joining Health Insurance for WRS Employers
- Joining Health Insurance for Non-WRS Employers
- Joining Life
- Joining ICI
- Joining WRS
- ETF Email Updates
- ETF Glossary
- ETF Related Links
- Local Bulletins
- Social Security Bulletins
- State Bulletins

**Announcements**

★ System Maintenance
08/11/2016: System will be down for scheduled maintenance on August 14 from 1AM CST – 5 AM CST

★ Holiday
08/10/2016: Offices will be closed on Labor Day, Mon 9/5/16

**Scheduled Payments**

| | Fund Group Name | Payment Date | Payment Amount |
|---|---|---|---|
| 1 | WRS | 08/24/2016 | 4,900.00 |

**ETF Website** | **Privacy** | **Accessibility**

# Roster Tab



All demographic data presented here is fictitious.

# Adding New Hire



All demographic data presented here is fictitious.

# Adding New Hire - Verification



All demographic data presented here is fictitious.

# Adding New Hire - Demographics



All demographic data presented here is fictitious.

# Adding New Hire - Employment

# Adding New Hire - Confirmation



All demographic data presented here is fictitious.

# myETF Employment File Resource

# myETF Employment File Resource Key Areas

- Business Overview of File Process (p. 7):
  - Upload, Validate, Process

- Employment File Import (p. 11):
  - File layout requirements including field-level details, sequence and any additional requirements

- Employment Validations (p. 30):
  - Define validations built to ensure the accuracy of data

- Appendices (p. 54)

myETF Employer Employment File Resource

August 1, 2016

# Employment File Import Specifications (p. 13-29)

- **Warning**: This file layout may change as the system develops.

- State Employers:
  - Submit all fields (as required, available, and applicable) except sequence numbers 40 and 41

- Local Employers:
  - Submit fields 1 through 36 (as required, available, and applicable), as well as 40 and 41.

# Review: Required Field Codes

- Y = Always Required

- W = Required When Available

- A = Required When Applicable
  - Either/Or fields
  - When applicable to the employee and/or the situation (e.g., an employee passes away)
  - An employee status changes or when first hired

# Y = Always Required

- Employer (ER) ETF ID

- Billing Location (Same as ETF ID, except DOA STAR Employers)

- Report Gen Type

- Employee Last Name, DOB, Gender, Work Status, Job Category

# W = Required When Available

Fields marked with a "W" must be provided on each record **when this information is available** to the employer, including:

- Employee Middle Name
- Employee Prefix, Suffix
- Employee Phone Number
- Employee Email Address

# A = Required When Applicable

- SSN
- ITIN
- Employee First Name
- Address Info
- Original Hire Date
- Begin Date
- WRS Coverage Eff Date
- Employment Status Change
- Employment Status Change Start Date
- Previous Employment Status Stop Date
- Employment Status Change Last Pay Date

- Date of Death
- Chapter 40 Term
- Estimated Annual Earnings
- Employee Site
- Employer Contribution Date (Local only)
- Health Insurance Program Code (Local only)
- LTE (State Only)
- FTE % (State Only)
- **\*\*Prior Cal Year Sick Leave Balance (New, State Only)**

# Original Hire Date, Begin Date, and WRS Coverage Effective Date (A)

- Original Hire Date (23)
  - Date of the original hire of the employee by that employer.

- Begin Date (24):
  - Date of an employment record **change**, such as:
    - Job Category Change
    - WRS Status Change (e.g. Ineligible to Eligible)
    - Payroll Cycle Change (e.g. Bi-weekly to Monthly)

- WRS Coverage Eff Date (26)
  - Date that the employee became WRS eligible at that **employer**.

# Employment Status Change Fields (A)

- Employment Status Change (27)

- Employment Status Change Start Date (28)

- Previous Employment Status Stop Date (29)

- Employment Status Change Last Pay Date (30)

# Appendix 7 (p. 66): Employee Status Changes (27-30)

- Describes Info to Report for Employee Status Changes, including:
  - New Hires
  - Terminations
  - Leaves of Absence
  - Changing Job Categories

- See **Table 1, Field 27, Employment Status Change** (p. 23-24) for all valid values

# Appendices

- Appendix 1: Employment File Terminology
- Appendix 2: Employment File Import Process
- Appendix 3: Work Status Codes
- Appendix 4: Job Category Codes
- Appendix 5: Country Codes
- Appendix 6: State Codes
- **Appendix 7: Employee Status Changes**
- Appendix 8: Report Generation Type

# Reporting Requirements Info

- Employer Manuals: WRS, Life, Health, Income Continuation Insurance, Optional Employee Insurances

- Group Life Information

- Chapter 40 Terminations

# Quick Review

# Upcoming Training Sessions

- **myETF Insurance File Resource**
*Winter 2016-2017*

  – Target: Employers who will submit insurance information on behalf of their employees

- **myETF File Confirmation**
*Spring 2017*

  – Target: All employers

- **myETF Employer Online Services**
*Summer and Fall 2017*

  – Target: All employers

# How ETF is Here to Help

- [myETF for Employers](#) The main source for myETF news and resources

- [myETFEmployers@etf.wi.gov](#)

  A special mailbox set aside for answering employer questions about myETF



- Employer Communication Center Toll-Free: (877) 533-5020 opt 2